

SEALED DOCUMENTS

Parties seeking to file documents under seal must file a Motion to File Documents Under Seal together with a proposed Order Sealing Document(s). The proposed order should meet all requirements of LBR 9037-1.A.

- STEP 1.** Click on **Bankruptcy** or **Adversary** on the ECF Main Menu Bar.
- STEP 2.** Click on **Motions/Applications** or **Motions**.
- STEP 3.** Insert the case number using the YY-NNNNN or YY-NNNN format.
- ☐ Click **Next**.
- STEP 4.** Select **Seal Document** or **All Records** from the drop-down list.
- ☐ Click **Next**.
- STEP 5.** The **Party Selection** Screen displays.
- ☐ Select the party filer. IF ADDING A PARTY, refer to the Style Guide.
 - ☐ Click **Next**.
- STEP 6.** If a new party was added, an attorney/party association screen will display.
- ☐ ✓ The box for the attorney/party association.
 - ☐ Click **Next**.
- STEP 7.** The question displays: **Is this Filing related to a document or all records:**
- ☐ Select either **Document** or **All Records**.
 - ☐ Click **Next**.
- STEP 8.** A message screen displays.
- ☐ **Does this filing include an affidavit, declaration or certification? NOTE: Memoranda need to be filed separately.**
 - ☐ Click on the Radio Button which corresponds with the correct answer. (Defaults to **No**)

- ☐ Click **Next**.

STEP 9. If **Document** was selected in **STEP 7**, a message screen displays. If **All Records** was selected in **STEP 7**, no message displays.

- ☐ **Refer to existing event(s)?**
- ☐ If yes, click the box, if no, leave blank.
- ☐ Click **Browse** to select the appropriate PDF to attach.
- ☐ If motion does NOT refer to a previously filed document, or **All Records** was selected in **STEP 7** skip to **STEP 12**.
- ☐ Click **Next**.

STEP 10. The **Select the category to which your event relates** screen displays.

- ☐ Select the category (e.g., misc).
- ☐ Click **Next**.

STEP 11. Select the appropriate document to be sealed.

- ☐ Click **Next**.

STEP 12. The **Docket Text: Modify as Appropriate** screen displays.

- ☐ Use the blank space for any additional information that may be required to complete the docket text or leave blank.
- ☐ Click **Next**.

STEP 13. The **Docket Text: Final Text** screen displays.

- ☐ Confirm the docket text is correct.
- ☐ Click **Next**.

STEP 14. The **Notice of Electronic Filing** screen displays.

Upload the proposed Order Sealing Document(s) using the **Order & Judgment Submission** procedures. The order must be entered before e-filing sealed documents. If only a part of a document is ordered sealed (e.g., an *Affidavit* is filed containing Exhibits A, B, and C, and only

Exhibit B is ordered sealed) then docket the portion ordered not sealed first using the applicable event, and then docket the portion ordered sealed using the Sealed Document event.

FILING OF SEALED DOCUMENTS

NOTE: The sealed document is not viewable by the public.

STEP 1. Click on **Bankruptcy** or **Adversary** on the ECF Main Menu Bar.

STEP 2. Click on **Miscellaneous** or **Notices/Miscellaneous**.

STEP 3. The **Case Number** screen displays.

- ☐ Insert the case number using the YY-NNNNN or YY-NNNN format.
- ☐ Click **Next**.

STEP 4. Select **Sealed Document** from the drop-down list.

- ☐ Click **Next**.

STEP 5. The **Party Selection** Screen displays.

- ☐ Select the party filer. IF ADDING A PARTY, refer to the Style Guide.
- ☐ Click **Next**.

STEP 6. The PDF attachment screen displays.

- ☐ Either
 - ☐ At the **Enter the type of document you are filing in the prompt below, e.g. Affidavit, Response, Memorandum**, enter document type in the box provided and continue with **STEP 9** after attaching your pdf; **OR**
 - ☐ **Check the box next to Refer to existing event(s)?** if the sealed document has previously been filed.
 - ☐ **Note:** If the sealed document is a portion of another document, link to the unsealed document.
- ☐ Click **Browse** to select the appropriate PDF to attach.

- ☐ Click **Next**.

STEP 7. The **Select the category to which your event relates** screen displays.

- ☐ Select the category (e.g., misc).
- ☐ Click **Next**.

STEP 8. Select the appropriate event(s) to which your event relates:

- ☐ Click **Next**.

STEP 9. A verification screen displays.

- ☐ Click **Next**.

STEP 10. The **Docket Text: Final Text** screen displays.

- ☐ Confirm the docket text is correct.
- ☐ Click **Next**.

STEP 11. The **Notice of Electronic Filing** screen displays.

REQUEST TO VIEW/COPY SEALED DOCUMENT

You **MUST** be a party who is either authorized in the Order Sealing Documents to review or copy the sealed documents without written approval of the court, or a party who has obtained a Court order to view the sealed documents.

STEP 1. Click on **Bankruptcy** or **Adversary** on the ECF Main Menu Bar.

STEP 2. Click on **Miscellaneous** or **Notices/Miscellaneous**.

STEP 3. The **Case Number** screen displays.

- ☐ Insert the case number using the YY-NNNNN or YY-NNNN format.
- ☐ Click **Next**.

STEP 4. Select **Request For Sealed Document** from the drop-down list.

- ☐ Click **Next**.

STEP 5. The **Party Selection** screen displays.

- ☐ Select the party filer. IF ADDING A PARTY, refer to the Style Guide.
- ☐ Click **Next**.

STEP 6. If a new party was added, an attorney/party association screen will display.

- ☐ ✓ The box for the attorney/party association.
- ☐ Click **Next**.

STEP 7. The PDF attachment screen displays.

- ☐ Click **Browse** to select the appropriate PDF to attach.
- ☐ Click **Next**.

STEP 8. A verification screen displays.

- ☐ Click **Next**.

STEP 9. The **Docket Text: Modify as Appropriate** screen displays.

- ☐ Use the blank space for any additional information that may be required to complete the docket text or leave blank.
- ☐ Click **Next**.

STEP 10. The **Docket Text: Final Text** screen displays.

- ☐ Confirm the docket text is correct.
- ☐ Click **Next**.

STEP 11. The **Notice of Electronic Filing** screen displays.

The court will send you an e-mail with a copy of the requested document.